

Position Title:	Legal Advocate	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Transitions of PA	Date Submitted:	6/20/2023
Site Address:		Travel Required:	No
Compensation:	Living Stipend - \$18,000 Education Award - \$6,895	Service Term:	August 21, 2023- August 02, 2024
Host Site Supervisor:	Legal Advocacy Coordinator	Email:	Maeling_k@transitionsofpa.org
Phone:	570-523-1134	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director jkrispin@union-snydercaa.org			
Member Position Summary			
<p><i>The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.</i></p> <p><i>In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.</i></p>			
<p>The Legal Advocate AmeriCorps Volunteer supports victim survivors seeking legal advocacy services and provides systems advocacy and direct services to victims and survivors of domestic violence, sexual assault, and other serious crimes in Union, Snyder, and Northumberland counties. The Legal Advocate AmeriCorps Volunteer is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime and early evening hours.</p>			
Duties and/or required training			
<ol style="list-style-type: none"> 1. Provide crisis counseling and trauma-informed, victim-centered support services to adult, teen, and child victims and survivors of domestic violence, sexual assault, and other serious crimes. 2. Assist clients in obtaining protection orders and filing for custody, including assisting with filling out court documents and paperwork, providing accompaniment to hearings, and serving as a resource on state law and local procedures. 3. Accompany victims for criminal proceedings against their abuser. 4. Refer clients to Transitions Legal Center as necessary. 5. Arrange for transportation to civil or criminal court filings or proceedings related to the abuse or assault. 6. Develop relationships with local law enforcement, court officials, judges, and other local professionals and advocate with same to address clients' concerns. 7. Assist with filing for compensation through the Victims' Compensation Assistance Program. 8. Keep abreast of changes in laws affecting our service population. 9. Complete and maintain required documentation in Efforts to Outcome (ETO) software. 10. Attend appropriate agency meetings and in-service training. 11. Perform other direct service-related duties as assigned as allowable by funders. 			
Prohibited Activities			
<p>In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:</p> <ol style="list-style-type: none"> a. Attempting to influence legislation. b. Organizing or engaging in protests, petitions, boycotts, or strikes. c. Assisting, promoting, or deterring union organizing. d. Impairing existing contracts for services or collective bargaining agreements. e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office. f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials. 			

- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

Minimum Qualifications (Academic, Physical or Experience)

- 1. Bachelor's Degree in Social Work, Criminal Justice, or related field and/or equivalent experience preferred.
- 2. Must be knowledgeable of, or capable of learning about domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
- 3. Must have demonstrated ability, or willing to train on how to counsel individuals during crisis situations.
- 4. Must possess excellent communication skills and be computer literate.
- 5. Must possess exemplary customer service skills, including dealing effectively with both other professionals and clients, in-person and over the phone.
- 6. Upon commitment, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
- 7. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
- 8. Must have Act 34, Act 114, and Act 151 clearances.

Proposed Weekly Schedule and Required Number of Hours per week.

Will the member be serving vulnerable populations (children, youth, elderly, disabled)?

Yes No

I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.

Member Name:

Signature of Member Accepting Position:

Date:

Signature of Site Supervisor:

Date:

Signature of AmeriCorps Staff:

Date: